

GSFC Exit Clearance Record

(For use at Greenbelt, GISS, and IV&V. WFF employees use form GSFC 17-26W.)



Name:	Organization Code:	Last Day of Duty:	Effective Date:
-------	--------------------	-------------------	-----------------

Check One:	Separation/Resignation	Retirement	Reassignment (to another NASA Center)
	Transfer (within Federal Government/outside NASA)	Other (Specify)	

NOTICE

All Goddard employees terminating their employment must satisfy exit clearance requirements so that they may be apprised of their employment related entitlements and obligations.

INSTRUCTIONS

Part I must be cleared by the departing employee in person on their LAST DAY of duty. Part II Clearance areas should be done by telephone. Either the supervisor or person designated by the supervisor will complete Part II. **PART II IS NOT TO BE COMPLETED BY THE DEPARTING EMPLOYEE.** As each area is cleared by telephone, initials and dates should be recorded in the space provided. Part II Clearance area should be completed a week or so prior to the employee's actual departure date so that any outstanding obligations can be resolved prior to the date the employee physically leaves the Center.

EMPLOYEES are responsible for compliance with all Exit Clearance requirements. The completed form should be left with a Security Official after clearance.

PART I - CLEARANCE AREAS

Clearance areas must be completed by the departing employee as soon as possible prior to the last day of duty to allow time for appointment scheduling.

Part I - Areas to be cleared by employee before the last day of duty.

If any of the following items pertain to you, you must contact the Health Unit at 6-6666 to schedule an Exit Medical Evaluation.

- A. Used laser or have laser certification card.
- B. Received hearing tests or have been exposed to hazardous noise.
- C. Worked with any of the following substances: asbestos, arsenic, beryllium, cadmium, ethyleneoxide, formaldehyde, or methylene chloride.
- D. Performed duties as a hazardous waste operator.
- E. Had extensive International Travel.
- F. Received any other health evaluations as part of a Workplace Safety and Health Program.

Health Unit Staff:	Date:
--------------------	-------

This Section applies to ONLY: GS-15's, SES, ST, and SL employees

Contact the Office of Chief Counsel at 6-9181 to schedule a briefing regarding post Employment Ethics Counseling.

Office of Chief Counsel:	Date:
--------------------------	-------

PART II - AREAS TO BE CLEARED BY SUPERVISOR OR DESIGNEE BEFORE THE LAST DAY OF DUTY

Part II clearance areas must be completed by the supervisor or designee by phoning each area. The departing employee shall NOT complete Part II. Please have all areas cleared BEFORE the departing employees last day.

AREA AND TELEPHONE NUMBER	INITIAL OF SUPERVISOR OR DESIGNEE	DATE
1. HEALTH UNIT (MEDICAL FOLDER REVIEW) ext. 6-6666		
2. LIBRARY (BOOKS) ext. 6-7217		
3. PROPERTY CUSTODIAN (CHARGED PROPERTY)		
4. EMPLOYEE DEVELOPMENT (TRAINING OBLIGATIONS) ext. 6-5400		
5. TELEPHONE CREDIT ext. 6-4883		
6. TRANSPORTATION (PASSPORT, VISA'S) ext. 6-7678		
7. PROCUREMENT (PURCHASE CREDIT CARD) ext. 6-4915)		
8. RECORDS MANAGEMENT ext. 6-4157/must also fill out a GSFC 22-68.		
9. CODE 700 SUPPORT DESK (SECURID TOKEN) ext. 6-7342		

PART III - AREAS TO BE CLEARED BY EMPLOYEE ON THE LAST DAY OF DUTY

Part III Clearance areas must be completed by the departing employee on the last day of duty.

OFFICE OF HUMAN CAPITAL MANAGEMENT (Building 1)		CLEARED
1. Arrange an appointment with your servicing Human Resources Specialist (HRS) or designee for an Exit Interview. (http://ohcm.gsfc.nasa.gov for current HR list).		
2. HRS ensures that service agreements (PCS, Relocation, Recruitment, etc.) have been satisfied.		
3. Obtain departure information concerning employment and employee benefits.		
Printed Name of OHCM Official:	Signature:	Date:
PROPERTY MANAGEMENT BRANCH (Building 16W, Room S060 OR S061, ext. 6-7644)		
Printed Name of Property or Designee:	Signature:	Date:
TRAVEL ACCOUNTING (Building 17, Room N-240, ext. 6-5925)		CLEARED
1. Travel.		
2. Government Charge Card.		
Printed Name of Travel Official:	Signature:	Date:
PAYROLL (Building 17, Room N-240, ext. 6-5938, or ext. 6-8045)		CLEARED
1. Bonds.		
2. Leave (complete timecard before going to Payroll).		
Printed Name of Payroll Technician:	Signature:	Date:
SECURITY (Building 9)		CLEARED
1. Security Debriefing.		
2. Badges - Returned.		
3. Public Key Infrastructure (PKI).		
4. Keys and Keycards - Returned (Transfer is Not Authorized)		
5. Safe - Primary or Alternative Custodian.		
6. Classified Materials (Returned/Transferred/Destroyed).		
7. COMSEC Materials Returned (i.e., Secure Phone and Key).		
8. Cryptographic (CRYPTO) Debriefing.		
Printed Name of Security Official:	Signature:	Date: